

BASIC BRANCH COMMISSIONED OFFICER APPOINTMENT PACKETS
APPLIES TO ALL (SMP/ROTC, IRR, Prior Service) - EXCEPT IST/ISR

NAME/RANK: _____ UNIT: _____

- _____ **NGB FORM 89** (*applies to Soldiers who have a complete break in service*)
- _____ **NGB FORM 62E** (*p1: include branch, current enlisted rank & unit / p2: Civ & Mil Edu / p 3: Active Fed Time/ Nat'l Guard or Reserve Time & obligation stmt / p 4: have soldier sign top endorsement / p5: completed by O-Branch*)
- _____ **APPOINTMENT BONUS DOCUMENTS** (*if applicable-to verify position eligibility*)
- _____ **NGB FORM 337** (*Soldier needs to complete and sign Sections 1&2; Authorized Official from LAARNG (must out rank Soldier applying for appointment) will need to sign; date needs to be left blank*)
- _____ **DA FORM 71** (*for ROTC appointments; USAR Oath of Office*)
- _____ **DD FORM 368 CONDITIONAL RELEASE** (*required if a Soldier is transferring from an Army Reserve unit, USAR Control Group – IRR – including SMP/ROTCs*)
- _____ **MILITARY EDUCATION** (*such as OCS DIPLOMA, DA FORM 1059/DIPLOMA for current grade/branch; SMP/ROTC CDT CMD Memo stating branch and date of appointment*)
- _____ **CIVILIAN EDUCATION** (*one certified college transcript only. CANNOT BE ISSUED DIRECTLY TO STUDENT.*)
- _____ **SF 2807-1 and SF 2808 or SF 88 & SF 93** (*New appointments – must be w/in 2 years; all others within 5 years*)
- _____ **Annual Medical Certificate** (*if physical is over 1 year old*)
- _____ **DA FORM 5500 - BODY FAT CONTENT WORKSHEET (IF APPLICABLE)**
- _____ **COPY OF SSN CARD OR STATEMENT** (*SEE FIG 3-3 NGR 600-100*)
- _____ **BIRTH CERTIFICATE OR STATEMENT** (*SEE FIG 3-1/3-2 NGR 600-100; see max age limits for each grade and submit waiver requests if applicable*)
- _____ **VERIFICATION OF SECURITY CLEARANCE:**
- _____ Final clearance was issued _____ Date Investigation was completed
(*See FIG 3-5 NGR 600-100 - - do not make copies of 873 for already granted/final clearances*)
- OR**
- _____ **Interim issued for 180 days** _____ Date Interim Expires _____ Stmt of Understanding
(*New memos will need to be submitted if older than 180 days at date of commission*)
- _____ **PRIOR SVC APPT ORDERS and PROMOTION ORDERS for each grade/rank held**
- _____ **ROTC DISCHARGE ORDERS** (*ROTC only – from US Army Control Group) initiated/signed by ROTC Battalion CDR*)
- _____ **DD FORM 214/NGB FORM 22/Retirement Points** - *must have forms to document all prior service time (enlisted and officer)*
- _____ **STMT OF UNDERSTANDING IF UNABLE TO COMPLETE 20 YRS OF SVC FOR RETIRED PAY**
- _____ **PAY DOCUMENTS FOR SIDPERS INPUT**
- _____ SGLV 8286 / DD Form 93
- _____ DA FORM 3685
- _____ SF 1199A
- _____ **OER Information (will be rated by: _____ Sr. Rater: _____)**

POC submitting packet: _____

POC phone number: _____